



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

DIRECTOR'S ORDER NO. 126

Subject: Fish and Wildlife Service Presidential Management Intern Program

Sec. 1 What is the purpose of this Order? This Order establishes policies and procedures for implementing the Presidential Management Intern (PMI) Program.

Sec. 2 What is the PMI Program? Executive Order 12364 established this program in 1977 to attract to Federal service outstanding individuals from a wide variety of academic disciplines who have a clear interest in and commitment to a career in the analysis and management of public policies and programs. By drawing graduate students from diverse social and cultural backgrounds, the PMI Program provides a continual source of trained individuals to meet the future challenges of public service. PMI's receive an initial 2-year excepted service appointment. After successfully completing the 2-year program, PMI's may be eligible for conversion to a permanent Federal Government position and further promotional opportunities.

Sec. 3 What are the authorities for this program?

- a. 5 CFR 362.
- b. Executive Order 12364.

Sec. 4 Who is responsible for administering the PMI Program?

- a. The Office of Personnel Management (OPM) provides recruitment and selection of PMI's; conducts an orientation program; and has a graduation ceremony.
- b. The Chief, Division of Personnel (DP) is responsible for PMI recruiting and hiring policies.
- c. The Director, National Conservation Training Center (NCTC) is responsible for PMI developmental requirements and policy.

Sec. 5 To whom does this Order apply? This Order applies to all PMI Program participants and managers.

Sec. 6 What requirements must PMI's meet before entering the program? PMI's must:

- a. Complete a graduate course of study at a qualifying college or university. A qualifying college is an academic institution formally accredited by an accrediting organization recognized by the Secretary of Education (34 CFR 602).

- b. Receive the nomination of the dean or academic program director of their school.
- c. Successfully complete an OPM-administered assessment process.

Sec. 7 How can I find out what PMI's are available for hire?

a. During the second quarter of each year, we conduct a PMI management orientation briefing in the Washington Office for managers who are interested in hiring PMI's for the coming year. This briefing provides an overview of the program's personnel and developmental requirements. If you are interested in hiring a PMI, prepare a one page "projected" position description and forward it to Headquarters Personnel Operations (HPO). The position description will appear in the Handbook of Projected Positions, published by OPM and distributed to intern finalists.

b. The Office of Personnel Management also publishes a PMI Resume book in late March of each year. A review copy is available from the Service PMI coordinator (NCTC) or recruiter (HPO). You may contact intern finalists to interview, arrange a meeting, or make a job offer at any time between the publication of the Resume book and December 31. You should select interns as early as possible, due to the intense competition among agencies.

c. We strongly encourage Service managers to attend OPM's 2-day PMI Job Fair, which is held each April in Washington, D.C. Managers and interns have the opportunity to meet, and you may conduct formal interviews.

Sec. 8 Is there a fee for hiring a PMI? OPM charges a reimbursement fee of \$3,600 per hire, which the hiring office pays.

Sec. 9 If I decide to hire a PMI, what do I need to do?

a. Immediately contact the PMI recruiter in HPO to discuss personnel requirements and expectations of the PMI Program. Topics should include excepted service, hiring authority, lateralizing options, conversion to career-conditional status, and other related personnel issues of interest to you and the intern. The recruiter can help ensure that the process runs quickly and smoothly.

b. Within the first month after hiring the PMI, you should have a joint meeting (in person or by phone) with the intern and the Service PMI coordinator to discuss and clarify the developmental requirements of the program.

c. Make every effort to orient, coach, and develop the PMI during the 2-year internship.

Sec. 10 What type of appointment does a PMI receive? We appoint PMI's to the excepted service under 5 CFR 213.3102(ii). Managers must use a permanent full-time position to hire a PMI. Initial appointments are at the GS-9 level, with a full performance

level of GS-12. You may promote the PMI to a GS-11 after satisfactory completion of 1 year of continuous service. After 2 years of satisfactory continuous service, you may convert the PMI to career-conditional employment and promote him/her to a GS-12.

Sec. 11 What are the developmental requirements for PMI's? After selection, we will provide each PMI:

- a. An Individual Development Plan (IDP) (Form 3-2020B or similar format).
- b. A minimum of 80 hours of formal training per year.
- c. At least one rotational assignment to another functional area.
- d. A mentor that either we assign or the intern selects.

Sec. 12 What should an Individual Development Plan include? Within 3 months of starting the program, the PMI and manager should develop the IDP together (see 231 FW 2). The PMI, the PMI's manager, and the Service PMI coordinator must approve the IDP. At the end of the first year, review and amend the IDP as appropriate. Accomplishment of all IDP objectives at the end of the 2-year internship should demonstrate that the PMI is qualified for the target position. Include in the IDP:

- a. Proposed training sessions.
- b. Rotational assignments.
- c. Other developmental activities that are a priority to the PMI and acceptable to the manager.
- d. Participation in OPM and agency orientation and career development programs.
- e. Specific short- and long-range target positions.

Sec. 13 How many rotational assignments are required? During the 2-year internship, each PMI must complete a minimum of one 30-day developmental assignment outside the position of record or office. We highly recommend a second and longer developmental assignment of 60, 90, or 120 days. Assignments may be within the Service or to another agency, organization, or company. Assignments longer than 120 days must have a performance plan (see 224 FW 1).

Sec. 14 Does the rotational assignment have to relate to the current position? The nature and subject of the rotational assignment are at the discretion of the intern and do not necessarily need to relate to the present position or current field. The PMI's manager and the intern should mutually agree on the timing of the assignment so that it does not conflict with the work of the office.

Sec. 15 Should information on the rotational assignment be in writing? The PMI and the host manager must put in writing the details of the proposed developmental assignment to include:

- a. Duties that the PMI will perform.
- b. Dates of the assignment.
- c. How the manager will appraise the PMI's performance.
- d. How the assignment relates to career goals.
- e. Who will pay for costs associated with the assignment, including PMI's salary and travel. You may negotiate cost items and they may differ according to the host manager, location, length of assignment, etc.

Sec. 16 How much formal training is required? You must provide a minimum of 80 hours of formal training per year for each PMI participant. All OPM-sponsored PMI training counts toward the 80-hour requirement. Highly recommended training courses include Managing Personal Growth or one of the three academy-like training sessions (Refuge, Fisheries, Ecological Services). See the NCTC [Catalog of Training](#) for a complete list of training courses. We require all PMI's to attend the:

- a. OPM-sponsored Orientation Training Program (5 days). Each PMI should complete this training within the first 6 to 9 months of employment. The orientation session provides valuable networking opportunities and training.
- b. OPM-sponsored Training and Graduation Ceremony (3 days).
- c. FWS Employee Foundations Course (40 hours).

Sec. 17 What are Career Development Groups (CDG)? CDG are an outgrowth of the OPM/PMI Orientation Training and are optional. These groups provide excellent networking opportunities and a sharing of valuable professional experiences. Time spent in these groups, outside the orientation training week, does not count toward the 80-hour training requirement.

Sec. 18 What other developmental activities should PMI's consider?

- a. Shadowing Assignments. PMI's may complete a short "shadow" assignment, not to exceed 1 week. By observing managers, PMI's will gain exposure to managerial duties, responsibilities, and approaches.
- b. Readings and Seminars. Participants may have informal meetings with other PMI's or managers for the purpose of reading and discussing books or articles on public administration/management and natural resource conservation.

c. PMI Meet-the-Manager Meetings. Participants may informally meet with Service and other managers/employees to discuss the managers' duties, responsibilities, and recommendations as well as current issues within the Service.

d. Program Impact Paper. At the end of the first and second years of the program, participants may prepare a short paper discussing their experiences and observations.

Sec. 19 Should the PMI have a mentor? We strongly recommend that each PMI have one or more advisors or mentors. PMI's may confer with the advisor(s) to discuss issues, questions, career planning, and other points associated with the program. We may assign a mentor for the PMI or the PMI can select a mentor of his/her choosing.

Sec. 20 Why should PMI's complete an individual needs assessment? PMI's may want to complete some type of assessment instrument, such as the Leadership Effectiveness Inventory (LEI) or the Myers-Briggs Type Inventory (MBTI). PMI's and managers can use these instruments as a basis for developing a future IDP and considering other career development activities. See the current NCTC Catalog of Training.

Sec. 21 Who reviews the developmental requirements and recommendations? The Service PMI coordinator will review the developmental requirements and recommendations in collaboration with the participant and the manager within 30 days after the intern is officially on duty.

Sec. 22 What is the effective date of this Order? This Order is effective immediately. Its provisions will remain in effect until incorporated into the Fish and Wildlife Service Manual, or until amended, superseded, or revoked, whichever occurs first.

Sec. 23 When does this Order expire? This Order will expire on September 30, 2001, unless amended, superseded, or revoked.

ACTING 
Deputy DIRECTOR

Date: July 24, 2000